



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Program and Staff Development Division Special Program Development & Diffusion 303 State Office Building Unit	Application Number 77-424	
Application Number		Date Received OCT 24 1977	Date Completed NOV 10 1977
2. Person to Contact Dr. Will G. Atwood, Jr.		Working Title Associate Director	Telephone Number 656-2566
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1972 Latest To Date		5. Records Series Title (followed by title used in office; if different) EDUCATIONAL IMPROVEMENT ADMINISTRATIVE FILES	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Special Program Development and Diffusion Unit, known as Educational Improvement, administers a state-wide program of educational improvement through the allocation and distribution of federal funds to local school systems for the development, training, adaptation/adoption and facilitation of innovative educational projects.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: administering the state innovative educational projects program funded by federal funds (ESEA, Title III and IV). Included are: correspondence with other departmental units and outside the department not directly related to specific projects, information from CESAs and other state coordinators, legislation pertaining to projects, unit itineraries, travel and expense reports, on-site project visit information, and all other miscellaneous general unit records not directly pertaining to projects. File is arranged: alphabetically by subject.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>25</u> ; Seven to twelve months old <u>12</u> ; Thirteen to twenty-four months old <u>12</u> ; twenty-five months and older <u>2</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	N/A	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>0</u> years.	d. Audit period	<u>0</u> years.
b. Statute of limitation	<u>0</u> years.	e. Administrative need	<u>3</u> years.
c. Federal law	<u>0</u> years.	f. Federal retention instructions	<u>0</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

These records are needed to maintain continuity in administering the federally-funded special innovative projects program.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area 2 month(s) 2 year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 1 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	<i>10/21/77</i>	Walker L. Baumgardner	10-7-77
State Records Committee (Signature)			
State Auditor/Designee		<i>[Signature]</i>	11-8-77
Secretary of State/Designee		Carroll Hart	11-7-77
Attorney General/Designee		<i>[Signature]</i>	11-9-77

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)